|  |  |
| --- | --- |
| **Cluster** | **Planning & Environment** |
| **Agency** | Office of Environment & Heritage |
| **Division/Branch/Unit** | National Parks & Wildlife Service / Park Operations / Northern Inland Branch / Asset & Infrastructure Team |
| **Location** | Armidale/Narrabri |
| **Classification/Grade/Band** | Clerk Grade 5/6 |
| **Generic Role Title** | Assistant Project Officer |
| **Number of roles covered** | 1 (One) |
|  **Note:** This Statement of Work is an attachment to the generic role identified above, and sets out the specific requirements for this role. |

Undertake the role description key accountabilities in respect to project management support services. Specifically;

* Administration; preparing Purchase Orders, tracking program and project budgets and working with project managers on goods receipting, contract variation; preparing, tracking and monitoring briefing notes and correspondence; drafting Request for Tender documents for new works; and undertaking supplier searches
* Data administration; updating and working with GIS and Asset Maintenance System, collecting data, image and information to support EOI, work programming and record keeping;
* Project management support; updating and coordinating project and operational planning reporting; coordinating site inspections, advertising and expenditure
* Secretariat services to Asset & Infrastructure Team; arranging meetings, preparing and distributing agenda and related documents, minute taking
* Providing relationship management for respondents to expressions of interest and other tender process